

Meza-Cuadra, Claudia

From: Zambrana, Jose
Sent: Friday, April 19, 2013 4:31 PM
To: Hanley, Mary; Newton, Jonathan
Cc: Meza-Cuadra, Claudia; Briskin, Jeanne; Routt, Christiane; DeHaven, Leigh
Subject: RE: FOIA Requests #01479-12 and #01849-12

Hi Mary and Jonathan – the info on these FOIA is below.

jose



Greenpeace FOIA 1 instructions-final.docx << File: Greenpeace FOIA 1 instructions-final.docx >>
Greenpeace 2nd FOIA instructions-final.docx << File: Greenpeace 2nd FOIA instructions-final.docx >>

From: Zambrana, Jose
Sent: Monday, April 01, 2013 1:43 PM
To: Hanley, Mary; Newton, Jonathan
Cc: Meza-Cuadra, Claudia; Briskin, Jeanne; Routt, Christiane; DeHaven, Leigh
Subject: RE: Fw: FOIA: HQ-FOI-01479-12

Hello Jonathan and Mary.

I'm following up on this request. Please see below.

Thanks!

Jose

<< File: Greenpeace FOIA 1 instructions-final.docx >> << File: Greenpeace 2nd FOIA instructions-final.docx >>

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EPA Office of Research and Development
(202) 564-5192 (office)
(202) 779-1416 (bb)

From: Zambrana, Jose
Sent: Wednesday, March 20, 2013 11:01 AM
To: Hanley, Mary; Newton, Jonathan
Cc: Meza-Cuadra, Claudia; Briskin, Jeanne; Routt, Christiane; DeHaven, Leigh
Subject: RE: Fw: FOIA: HQ-FOI-01479-12

Hi Mary and Jonathan!

We have gotten the final instructions from OGC on the search terms. Please see attached.

We won't be using a Lotus Notes database. After you've compiled and redacted exempt portions, we can figure out a way for you to transmit them to us.

These are for two FOIAs. Because of the lateness of the Agency's responses, we would greatly appreciate AO's attention to this as soon as possible.

If you have any questions, please let us know!

Best,

Jose

<< File: Greenpeace FOIA 1 instructions-final.docx >> << File: Greenpeace 2nd FOIA instructions-final.docx >>

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From: Hanley, Mary
Sent: Friday, February 15, 2013 5:18 PM
To: Zambrana, Jose
Cc: Meza-Cuadra, Claudia
Subject: Re: Fw: FOIA: HQ-FOI-01479-12

Jose,

You should also work with the OGC contact to come up with the search terms and include the instructions for searching for foias in mail and non-mail sources. The OGC contact should be able to help with that. You want everyone using the same approved search terms to retrieve records.

Mary

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